






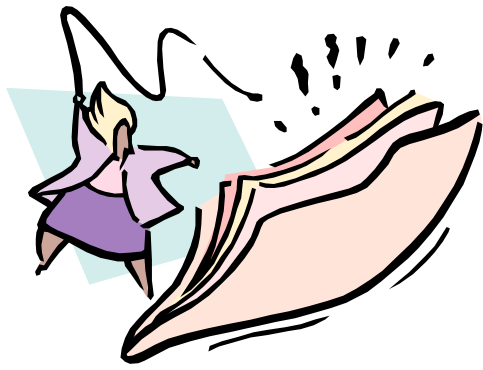


HR Review/Process of PARs



Remember! Use the **worklist** to review or process PAR actions.

STEP	ACTION								
1	<div> Worklist Click the Worklist shortcut at the top of the page.</div> <div>Result: Your worklist with items ready for you to process appears.</div> <table><tr><th>From</th><th>Date From</th><th>Work Item</th><th>Link</th></tr><tr><td>Betty Chen</td><td>08/08/2002</td><td>HR Worklist</td><td>REED,BETTY,0048,0,2002-08-07,11,REV,PRO,PBT,....</td></tr></table> <div>For each work item, there is the name of the person who sent it (From) and the date it was sent (Date From), the workflow role (Work Item) and a Link to the action.</div>	From	Date From	Work Item	Link	Betty Chen	08/08/2002	HR Worklist	REED,BETTY,0048,0,2002-08-07,11,REV,PRO,PBT,....
From	Date From	Work Item	Link						
Betty Chen	08/08/2002	HR Worklist	REED,BETTY,0048,0,2002-08-07,11,REV,PRO,PBT,....						
2	Click the Link to go to the action you want to review or process.								
3	Result: The PAR action appears. Review the action.								
4	<div>Tracking Data To review comments, click this link.</div> <div>Result: The Job Tracking Info sub-page appears. Enter any comments up to 30 characters.</div> <div> Click OK to return to the Data Control page.</div>								
5	The HR Reviewer and HR Processor role can modify any field on the PAR action.								
6	<div>If you haven't finished processing the PAR action,<ul style="list-style-type: none">note the EmplID, effective date, and action/reason codesclick </div> <div>Result: the PAR action is taken out of workflow.</div> <div>To access the PAR action for further processing use the appropriate menu path depending on your workflow role.</div> <div><ul style="list-style-type: none">Home > Administer Workforce > Administer Workforce (USF) > Use > HR ReviewerHome > Administer Workforce > Administer Workforce (USF) > Use > HR Processor</div>								
7	<div>If your role is HR Reviewer and you've finished processing the PAR action,<ul style="list-style-type: none">change the PAR Status to 'REV' or 'RET', andclick </div>								
8	<div>If your role is HR Processor and you've finished processing the PAR action,<ul style="list-style-type: none">change the PAR Status to 'PRO', 'RET', or 'DIS' andclick </div>								



PAR Status

The Personnel Action Request Status field is located on the Data Control page of a PAR action. The value of the PAR Status field indicates the routing status of the PAR action.

Valid values for the PAR Status field are

Value	Action	What Happens?
Requestor (REQ)	Approves	Goes to the next worklist based on the value of PAR Status.
1 st Authorizer (1 st)	Approves	Goes to the next worklist based on the value of PAR Status.
2 nd Authorizer (2 nd)	Approves	Goes to the Approver worklist.
Approver (SIG)	Approves	Goes to the HR Reviewer “pooled” worklist.
Reviewer (REV)	Approves	Goes to the HR Processor “pooled” worklist.
Processor (PRO)	Approves	Action is final and becomes part of the employee’s record.
Return (RET)	Return	Action returns to requestor who can modify and reroute the action.
Disapprove (DIS)	Disapprove	Action returns to the requestor. The action can’t be processed any further.

The available values in the Personnel Action Request (PAR) Status field are based on the workflow rol

Role	Available PAR Status
Requestor	Requestor, 1 st Authorizer, 2 nd Authorizer
1 st Authorizer	1 st Authorizer, Return
2 nd Authorizer	2 nd Authorizer, Return
Approver	SIG, Return, Disapprove
HR Reviewer	Review, Return
HR Processor	Process, Return, Disapprove